AssetWORKS
Integrated Workplace Management Systems
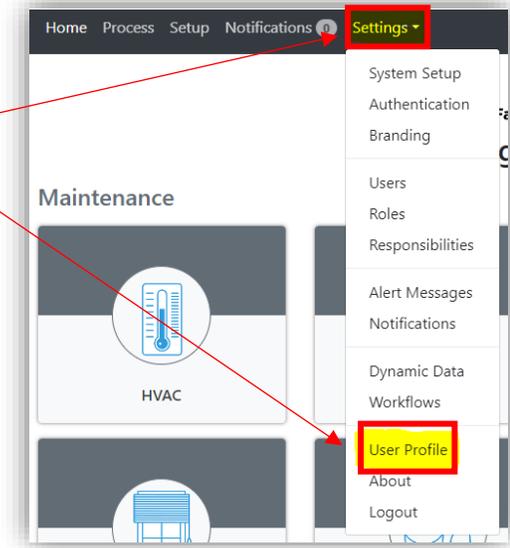
ReADY- Prevent Email Notifications
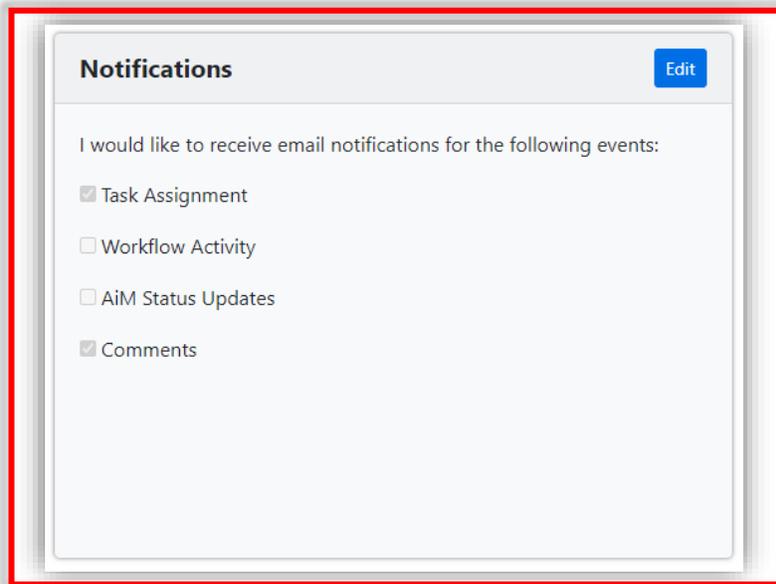## END USER TRAINING GUIDE

October 30, 2023

Prevent Email Notifications

1) There are 4 actions that send emails that are capable of turning on or off. This option is found in the user profile for each user in ReADY. In the top right corner, select User Profile.
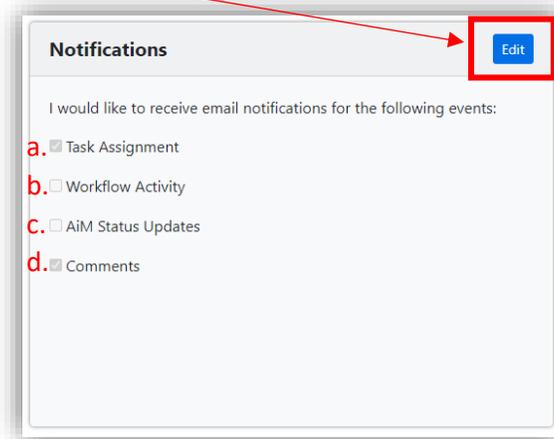

2) Scroll to the Notifications block at the bottom of the page.

a. Checked will send an email for the related activity. Unchecked will never send emails for the related activity.

3) Select Edit to modify the list.

Notifications Edit

I would like to receive email notifications for the following events:

a. ☑ Task Assignment

b. ☐ Workflow Activity

c. ☐ AiM Status Updates

d. ☑ Comments

4) To discontinue uncheck the box next to that type. Types of emails include:
    a. Task Assignments are emails to indicate you are required to Click a Button in ReADY to Acknowledge or Approve a task that has been assigned to you. Recommended checking this box.

    b. Workflow Activity is any action taken on the request that the user is a Participant on. There is no action required, and the history will be present at the bottom of the request.

    c. AiM status updates are the actions taken after the request has been accepted and becomes a work order.

    d. Comments can be made at any time in the workflow process and even after the work is complete. Each comment will send an email to all participants unless the comment is specifically addressed to an individual user. Recommended to check this box.

        *Note that notifications are still going to appear with a count at the notification icon.

5) Select done when modifications are complete.

Notifications Cancel Done

I would like to receive email notifications for the following events:

☑ Task Assignment

☐ Workflow Activity

☐ AiM Status Updates

☑ Comments